

Safeguarding and Family Engagement Officer	Assessment Key: A Application Form I Interview
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Education and Qualification	Essential	Desirable	Assessment
Safeguarding Training to a management level	✓		
Gained a Degree		✓	A/I
Level Three qualifications (A Levels or equivalents)	✓		A/I
Demonstrate levels of numeracy and literacy equivalent to GCSE (A*-C) (9-5)	✓		A/I
Evidence of continued professional development relevant to this role.	✓		A/I
Experience of working in urban, multi-ethnic communities.	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Experience of working in a school or similar environment	✓		A
Experience of working within Social Services		✓	A
Experience of working with young people	✓		A
Working knowledge and understanding of current and national issues in relation to Safeguarding and Child Protection	✓		A
Experience of developing and delivering Safeguarding practices to other staff	✓		A/I
Knowledge of the principals involved in giving advice and guidance to young people, including the place of confidentiality.	✓		A/I
Demonstrates knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and their families	✓		A/I
An understanding of Prevent Duty, including promotion of British Values	✓		A/I
Knowledge of the use of appropriate information sharing / multi agency working	✓		A/I
Extensive experience of working effectively with the parents carers of children	✓		A/I
Demonstrable experience of acting as a source of support, advice and expertise for staff	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Effective oral and written communication skills	✓		I
Vision to develop the Safeguarding role within a high achieving school	✓		I
Excellent interpersonal skills, both in working relationships with students and in forming effective professional relationships with a wide range of stakeholders including parents	✓		A/I
Good organisational and time management skills	✓		I
Ability to maintain student records and write other short reports as required.			A/I
Sound IT skills to support learning and maintain electronic information systems	✓		I
High levels of personal and professional integrity	✓		I

Abilities	Essential	Desirable	Assessment
Ability to form and maintain appropriate professional relationships and boundaries with children and young people	✓		A/I
Ability to motivate students by establishing empathic and supportive	✓		A/I

working relationships.			
Ability and willingness to work constructively as part of a team to reach agreed targets and outcomes for students.	✓		I
Availability to work after and outside of normal school hours	✓		I
Ability to organise and deliver intervention activities	✓		I
Ability to deal with sensitive information in a confidential manner	✓		I
Ability to provide a good role model to young people	✓		A/I
Ability to use own initiative and work flexibly	✓		A/I

Other	Essential	Desirable	Assessment
A commitment to Highgate Wood School's S.H.O.W U.P. culture	✓		A/I
A commitment to The Highgate Wood Way, our school ethos	✓		A/I
Willingness to participate in training to further your own knowledge and experience of Safeguarding and engaging all stakeholders in school and in your own time; to ensure that your knowledge is up to date with current approaches	✓		A/I
Willingness to attend school training sessions	✓		A/I
Empathy with young people facing barriers to their learning	✓		I
A commitment to helping young students achieve through education and learning.	✓		I
An understanding of, and a genuine commitment to Equal Opportunities	✓		I